

## Consent to the Personal Data Processing

**of the person concerned issued by the organisation pursuant to § 21 of the Act no. 18/2018 Coll. on the personal data protection and on amendments to certain acts and the General Data Protection Regulation No. 2016/679 of the European Parliament and of the Council, Article 15**

pursuant to the §21 of the Act No. 18/2018 Coll. on the personal data protection and the General Data Protection Regulation No. 2016/679 of the European Parliament and of the Council, Article 15, the organisation issues a consent to the personal data processing of the person concerned:

**Jana Hýľeková**

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Degree, name and surname

Organisation: TATRA UNITED CORPORATION, a.s.  
Organisation address: Nám. 1.mája 5, 811 06 Bratislava  
Organization ID: 31382711  
Contact details of the organisation: [jana.hylekova@hoteltatra.sk](mailto:jana.hylekova@hoteltatra.sk), 0948 597 590  
Responsible Person: Not Specified

### **Purpose of the personal data processing:**

performance of the employer's obligations in relation to employment, state service or similar (eg. on the basis of work agreements outside the employment relationship), including pre-contractual relationships

### **Categories of personal data concerned:**

- name, surname, title
- surname by birth, previous surname
- birth number, date, place and district of birth
- signature
- sex
- marital status
- nationality
- identity card number
- address of a permanent, temporary residence
- private phone number, e-mail
- health insurance
- education data

- medical fitness
- wages, salary or salary conditions and other financial entitlements awarded for work or for the performance of work
- work time data
- data on the physical person's bank account (for payment, savings, loans, etc.)
- amounts affected by the execution on a decision ordered by a court or administrative authority
- financial penalties and fines, as well as compensation imposed on the employee by an enforceable decision of the competent authorities
- wrongly received amounts of social insurance benefits and old-age pension benefits or their advance payments, state social benefits, benefits in material need and allowances to the benefits in material need, cash contributions to compensate for the social consequences of severe disability that the employee is obliged to return on the basis of an enforceable decisions
- the number of dependents
- data on incapacity for work
- data on important personal obstacles at work
- data on change in work capability
- data on employeers
- data on the spouse, to the extent of the name, surname, previous surname, date of birth, birth number, address, name and address of the spouse's employer
- data on children, to the extent name, surname, family name, date of birth, birth number, address
- employment certificate data
- data on registration of the employee in the register of unemployed citizens
- data on taking maternity leave or parental leave
- data on retirement, type of pension
- annual summary of the retirement pension
- data from the employment contract of the supplementary pension insurance company
- personal data processed on certificates, examinations and educational activities (qualifications and professional experience)
- social insurance number in the Slovak Republic
- social insurance number abroad
- health insurance number in the Slovak Republic
- data from the work report
- data from the registration of occupational accidents and diseases
- the data in CV (resume)

**Recipients of personal data retention:**

- Health insurance
- Social Insurance
- Tax Office
- Headquarters of Labor, Social Affairs and Family
- Banks for supplementary pension savings
- Pension management companies
- State administration authorities and public authorities for control and supervision (eg. labor inspectorate)
- Statistical Office
- Court, law enforcement authorities
- Executor

**Personal data retention time:**

Payrolls	20 years
Pay lists	10 years

Family allowances and maternity allowances	5 years
Income tax declaration	5 years
Salary deductions	5 years
Salary documents	5 years
Personal records of employees	70 years (from birth employee)
Evidence of attendance	3 years
Holiday records	3 years
Descriptions of work activities	5 years
Work agreements	5 years
Material liability agreements	3 years (after expiration)
Evidence of trainings and gaining professional qualifications	10 years
Sickness insurance - allowances, applications, withdrawals, changes	10 years
Sickness leave - evidence, statistics	5 years
Maternity leave and unpaid leave – evidence	5 years
Employees meal plan	5 years
Safety and health protection at work	5 years

**Rights of the person concerned:**

- The person concerned has the right to correct the incorrect personal data relating to him / her without undue delay. With regard to the purpose of the personal data processing, the person concerned is entitled to supplement incomplete personal data.
- The person concerned has the right to delete the personal data relating to him / her without undue delay, if the purpose of their processing has ended or under the condition as stated in the § 23, Clause 2 of the Act No. 18/2018 or if the processing is necessary for the reasons stated in § 23 Clause 4 of the Act No. 18/2018
- The person concerned has the right to limit the personal data processing by the organisation, in relation to the cases pursuant to §24, Clause 1 of the Act No. 18/2018.
- The person concerned has the right to object to the processing of his / her personal data on account of his / her particular situation under § 13 clause 1, (e) or (f) including profiling based on these provisions. An organisation may not further process personal data unless it demonstrates the necessary legitimate interests in the processing of personal data that outweigh the rights or interests of the data subject or the grounds for exercising a legal claim.
- The person concerned has the right to initiate proceedings under § 100 of the Act No. 18/2018 at the Authority for the Protection of Personal Data if he / she is directly concerned with his rights provided for by the Act No. 18/2018.

In Bratislava on 07.05.2018

Provided by: Jana Hýleková  
Phone: 0948 597 590

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Stamp and the signature of the organisation or  
an employee entitled to act on behalf

# Acquaintance

**of the person concerned with the information necessary for the processing of personal data pursuant to the § 19, Clause 1 and 2 of the Act no. 18/2018 Coll. on personal data protection and on amendments of certain acts and pursuant to the General Data Protection Regulation No. 2016/679 of the European Parliament and of the Council, Article 13**

pursuant to the §19, Clause 1 and 2 of the Act no. 18/2018 Coll. on personal data protection the General Data Protection Regulation No. 2016/679 of the European Parliament and of the Council, Article 13, was the person concerned:

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**Jana Hýleková**

Degree, name and surname

apprised of the following information necessary for the processing of personal data:

Organisation: TATRA UNITED CORPORATION, a.s.  
Organisation address: Nám. 1.mája 5, 811 06 Bratislava  
Organization ID: 31382711  
Contact details of the organisation: [jana.hylekova@hoteltatra.sk](mailto:jana.hylekova@hoteltatra.sk), 0948 597 590  
Responsible Person: Not Specified

## **Purpose of the personal data processing:**

performance of the employer's obligations in relation to employment, state service or similar (eg. on the basis of work agreements outside the employment relationship), including pre-contractual relationships

## **Legal basis for the personal data processing:**

- Act no. 311/2001 Coll. Labor Code as amended
- Act no. 552/2003 Coll. on the performance of work in the public interest, as amended
- Act no. 553/2003 Coll. on the remuneration of some employees in the performance of work in the public interest and on the amendment and supplementation of certain laws, as amended
- Act no. 580/2004 Coll. on health insurance to amend Act no. 95/2002 Coll. on insurance and on amendments to certain laws, as amended
- Act no. 461/2003 Coll. on social insurance, as amended
- Act no. 595/2003 Coll. on income tax, as amended
- Act no. 43/2004 Coll. on old-age pension savings, as amended
- Act no. 650/2004 Coll. on supplementary retirement savings and on amendments and supplements

to certain laws, as amended

- Act no. 5/2004 Coll. on employment services and on amendments to some acts, as amended
- Act no. 462/2003 Coll. on reimbursement of income for temporary work incapacity of employees and on amendments to certain acts, as amended
- Act no. 152/1994 Coll. on the social fund and on the amendment of Act no. 286/1992 Coll. on income taxes, as amended
- Act no. 124/2006 Coll. on safety and health at work and on amendments to certain acts, as amended
- Act no. 355/2007 Coll. on the protection, promotion and development of public health and related legislation
- Act no. 570/2005 Coll. on military obligation and on amendments to some laws, as amended

**Recipients of personal data retention:**

- Health insurance
- Social Insurance
- Tax Office
- Headquarters of Labor, Social Affairs and Family
- Banks for supplementary pension savings
- Pension management companies
- State administration authorities and public authorities for control and supervision (eg. labor inspectorate)
- Statistical Office
- Court, law enforcement authorities
- Executor

**Personal data retention time:**

Payrolls	20 years
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Evidence of trainings and gaining professional qualifications	10 years
Sickness insurance - allowances, applications, withdrawals, changes	10 years
Sickness leave - evidence, statistics	5 years
Maternity leave and unpaid leave – evidence	5 years
Employees meal plan	5 years
Safety and health protection at work	5 years

**Rights of the person concerned:**

- The person concerned has the right to obtain from the organisation a confirmation of the

processing of the personal data concerning him / her. Information pursuant to § 21, Clause 1 and 2 of the Act no. 18/2018 on personal data protection and on the amendment of certain laws (hereinafter "Act No. 18/2018"), the organisation is obliged to provide the person concerned in the way according to his request.

- The person concerned has the right to correct the incorrect personal data relating to him / her without undue delay. With regard to the purpose of the personal data processing, the person concerned is entitled to supplement incomplete personal data.
- The person concerned has the right to delete the personal data relating to him / her without undue delay, if the purpose of their processing has ended or under the condition as stated in the § 23, Clause 2 of the Act No. 18/2018 or if the processing is necessary for the reasons stated in § 23 Clause 4 of the Act No. 18/2018.
- The person concerned has the right to limit the personal data processing by the organisation, in relation to the cases pursuant to §24, Clause 1 of the Act No. 18/2018.
- The person concerned has the right to object to the processing of his / her personal data on account of his / her particular situation under § 13 clause 1, (e) or (f) including profiling based on these provisions. An organisation may not further process personal data unless it demonstrates the necessary legitimate interests in the processing of personal data that outweigh the rights or interests of the data subject or the grounds for exercising a legal claim.
- The person concerned has the right to obtain personal data relating to him / her which he has provided to the organisation in a structured, commonly used and machine-readable format and has the right to transfer such personal data to another organisation if this it is technically possible and if personal data are processed pursuant to § 13 clause (1) a), § 16 clause (2) (a) or § 13 clause (1) (b) of the Act No. 18/2018 and the processing of personal data is carried out by authorized means.
- The person concerned has the right to initiate proceedings under § 100 of the Act No. 18/2018 at the Authority for the Protection of Personal Data if he / she is directly concerned with his rights provided for by the Act No. 18/2018.

The person concerned is obliged to provide his / her personal data on the basis of the abovementioned legislation imposing obligations both on the organisation and on the individual concerned. In the case of refusal to provide personal data, it is not possible to pay wages and salaries for the work performed to the person concerned (Act No. 311/2001 Coll., Labor Code) nor according to valid legislation to pay contributions to the individual institutions authorized to impose sanctions to the organisation that fail to fulfill these obligations.

Personal data will not be forwarded to third countries.

The employee confirms with his signature that he has become familiar with the information he / she has about the processing of his / her personal data and has understood this information.

In Bratislava on 07.05.2018

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Signature of the concerned person